



## Paralegal

**Department:** Commonwealth Attorney

**Class Code:** 2513

**EEO Code:** 25

**FLSA:** N

**Effective:** 01/07/1993

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in assisting attorneys in court, preparing files and assisting victims and witnesses; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Organizes file and indexes; prepares trial folders, to include exhibits, witnesses needed, abstracts of deposition transcripts, summaries of facts and testimony; interviews witnesses to prepare them for hearing or trial; conducts simple legal and factual research; drafts routine correspondence and memoranda; monitors court-ordered procedures and reports any deviations; assists and supports attorney in court, manages law library, culling and adding materials; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of the methods, sources of information and materials of legal research.

Considerable skills in communicating, orally and in writing; in organizing and completing multiple tasks in a timely manner; and in researching legal information fully and accurately to meet mandated time frames;

Considerable ability to interview efficiently; to conduct productive working environments; and to analyze and organize complex legal and technical issues so as to make appropriate recommendations or provide complete reports.

### **MINIMUM EDUCATION AND EXPERIENCE:**

College degree; possession of certification as a paralegal or legal assistant; four years of experience as legal assistant; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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